

## **WHISTLEBLOWER PROTECTION**

SCHRA requires all employees, officers, and other representatives of the Agency to observe high standards of business and personal ethics in the conduct of their responsibilities. Employees and others are encouraged and enabled to raise serious concerns internally, without fear of retaliation, so that SCHRA can address and correct inappropriate conduct and actions. It is against the values of SCHRA to retaliate against any board member, officer, employee or volunteer who in good faith reports a violation described below.

A whistleblower is a board member, officer, employee, or volunteer who reports an activity that he/she reasonably considers to be illegal or dishonest. If an employee has knowledge of, or a concern of, illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor, the Executive Director or the Governing Board Chairperson. It is the responsibility of all Agency representatives to report such activities. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures.

Examples of illegal or dishonest activities include, but are not limited to:

- Violations of federal, state or local laws or regulations.
- Violations of Agency's code of ethics.
- Billing for services not performed or for goods not delivered.
- Other fraudulent financial reporting.

SCHRA will make every reasonable effort to conduct all proceedings in a manner that will protect the confidentiality of all parties. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.

SCHRA will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Human Resources Director, Executive Director or Governing Board Chairperson immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Employees are required to report complaints or concerns about suspected ethical and legal violations in writing to the Human Resources Director, Executive Director or Board Chairperson.

Once a complaint has been accepted for review, an investigation will begin. The investigation may include, but is not limited to, review of written statements from both

parties, witness interviews, obtaining witness declarations, review of documentation, and on-site investigation. Any person conducting an investigation will maintain a written record of all witness interviews, evidence gathered, the outcome of the investigation, and any other appropriate documents. Records of such an investigation will not be maintained in personnel files unless they are part of a formal corrective action. Results of the investigation will be shared with the appropriate people. When there is sufficient evidence to support the complaint, written notification of investigative findings will be sent to the complainant and the alleged violator.

If it is concluded that a violation has occurred, a determination will be made as to the appropriate sanctions or corrective action.

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Employee Signature

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Date